

# *REGISTER* *OF* *ATTENDANCE*

From ..... 20 .....

To ..... 20 .....

School: .....

Class or Classes: .....

Teacher: .....

This Register is the property of the Board of Trustees  
and without its authorisation may be neither removed  
from the school nor destroyed.

## Completing the register of daily attendance

### Setting up the register

In the 'Name' column, write the student's surname first. Wherever possible use one register but separate boys and girls into two blocks, one for boys and one for girls.

In the 'Age' and 'Time since first entering school' columns, write the number of complete years and months as at 1 January.

In the 'Classification' column, write the student's year level.

At the top of the weekly attendance columns, under the heading for each week, write the dates (day and month) on which each school week begins and ends.

If a student joins a class after the start of term, or leaves a class before the end of term, note this in the 'Remarks' column on the far right. Include the student's start or leaving date, and the term and week in which they started or left.

### Each day

Mark the register in ink or ballpoint pen. Entries made must not be removed or hidden e.g. under 'Twinkl' to show a change of attendance. Overwrite.

Mark attendance each day in the morning and afternoon. Mark a student as present for the morning only if they have attended at least two hours of the morning session and for the afternoon only if they have attended at least two hours of the session post noon.

Mark each day's attendance with a cross: a diagonal line from right to left to show the student is present in the morning, and a diagonal line from left to right to show they are present in the afternoon.

Use letter 'a' if the student is absent for each half day. Use this in combination with a line if they are absent for a half day. The possible entries then include: X or a/ or /a or aa

### At the end of each week

Turn to the page headed 'Times Present' for the appropriate term, and:

- Add up the attendances for each student for that week. Attendances are the number of *half days* (not full days) attended. Write this in the 'Times Present' section under the appropriate week.

- Add up the attendances for all boys and all girls for that week. Write these figures at the bottom of the page under '**Weekly attendance**' for the appropriate week and gender.
- Under '**Number of times open**', write the number of half days the school was open that week (the maximum possible is 10).
- Under '**Weekly roll number**', write the roll number for boys (first row) and for girls (second row) for that week.

#### **At the end of each term**

- Add up each student's weekly attendances from the '**Times Present**' page. Write this total in the '**Total for Term**' column e.g. 88.
- Add up the total attendance for boys and for girls. Write these at the foot of the '**Total for Term**' column e.g. 1750.
- Write the total number of half days the school was open that term at the foot of the '**Total for Term**' column e.g. 90.
- The Totals for the Term must equal the combined totals for boys and girls.

#### **Assessing attendance**

A student attending an examination conducted by XXXX, or receiving off-site tuition recognised by the school, should be marked present.

A student receiving dental treatment should be marked present, as long as they provide written evidence of this, and attend school for the remainder of the morning or afternoon.

Mark present and add a note in the '**Remarks**' column when a student is:

- doing work experience, courses or visits off the school premises authorised by the board;
- attending a health camp.

If a student is absent for more than 20 consecutive days, remove from roll and follow usual procedures for truancy.

For information on how to calculate your attendance rates please refer to <http://www.tki.org.nz/r/governance/attendance/howto e.php>



Year 20

## Term Ending

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## Term Ending

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